

INFORMATION BULLETIN

WELFARE-TO-WORK

Number: WtWB03-3

Date: March 14, 2003

Expiration Date: 12/31/03

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TO: WELFARE-TO-WORK COMMUNITY

SUBJECT: QUARTERLY REPORTING REQUIREMENTS FOR PERIOD ENDING
MARCH 31, 2003

The purpose of this information bulletin is to provide the Welfare-to-Work (WtW) financial reporting instructions and due dates for the submission of the WtW Summary of Expenditures reports for WtW funds.

All WtW expenditure reports for the period ending March 31, 2003, are due to the Financial Management Unit no later than, April 18, 2003, and must be submitted in accordance with the line-item instructions contained in WtW Directive WtWD02-2. The WtW Summary of Expenditure reports must be submitted by program year and must reflect cumulative data for each subgrant in which WtW funds were provided. Expenditures must be reported by Year of Allocation and Grant Code, e.g., 800 and 801, on separate WtW Summary of Expenditures reports.

Subgrantees with access to the Job Training Automation (JTA) system are required to transmit the quarterly expenditure reports in electronic format (direct transmission). Direct transmission of required reports is due no later than close of business April 18, 2003.

Subgrantees without access to the JTA system must submit signed quarterly reports by mail or fax no later than close of business April 18, 2003. Faxed reports are to be directed to Martha Overman, WtW Financial Management Unit, at (916) 654-9586. The WtW Directive [WtWD02-2](#), Quarterly Expenditure Reporting Requirements, dated March 5, 2002, contains the WtW Summary of Expenditures Form and Line-Item Instructions.

SPECIAL REQUIREMENTS – Filing WtW “Closeout” Expenditure Reports

Expenditure reports that reflect **all** allocations in a master subgrant or stand-alone contract have been fully spent must be marked as closeout reports by indicating “C” in Section I, Line 6. Closeout reports are due 60 days after the expiration of funds availability, or 60 days after all grant funds within the master subgrant have been expended, whichever comes first. Both 85 percent and 15 percent WtW subgrantees are required to submit a closeout package in accordance with the instructions contained in the WtW Directive [WtWD02-3](#), WtW Grant Program Closeout Guide, dated March 8, 2002.

Closeout documentation for WtW funding must be mailed to:

Attention: Martha Overman
Welfare-to-Work Closeout Desk
Financial Management Unit
Workforce Investment Division, MIC 69
Employment Development Department
P.O. Box 826880
Sacramento, CA 94280-0001

Questions with regard to reporting or closeout issues, or this bulletin should be directed to Martha Overman, at (916) 657-2744.

/S/ BOB HERMSMEIER
Chief
Workforce Investment Division